![CO CORE — Colorado Operations Resource Engine]

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Commercial Card Management

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Introduction

Commercial Card Management

Agenda

- **Purpose**

- **Why CORE?**

- **What's new?**

- **Policy & Procedure Overview**

- **CORE System**

- **Question & Answer**

Purpose

The Commercial Card Management session provides an overview of the key features of the Colorado Operations Resource Engine (CORE) application related to the interface from Citibank to CORE, new reallocation requirements, mapper changes, and payment method changes.

Why CORE?

- **Standardize business practices to ensure consistency statewide**

- **Streamline the Commercial Card Program payment process**

What's New?

- New Chart of Account Elements
- ALL agencies will now be required to perform Commercial Card reallocations in the Citibank web-based application
- One standard, monthly statewide mapper
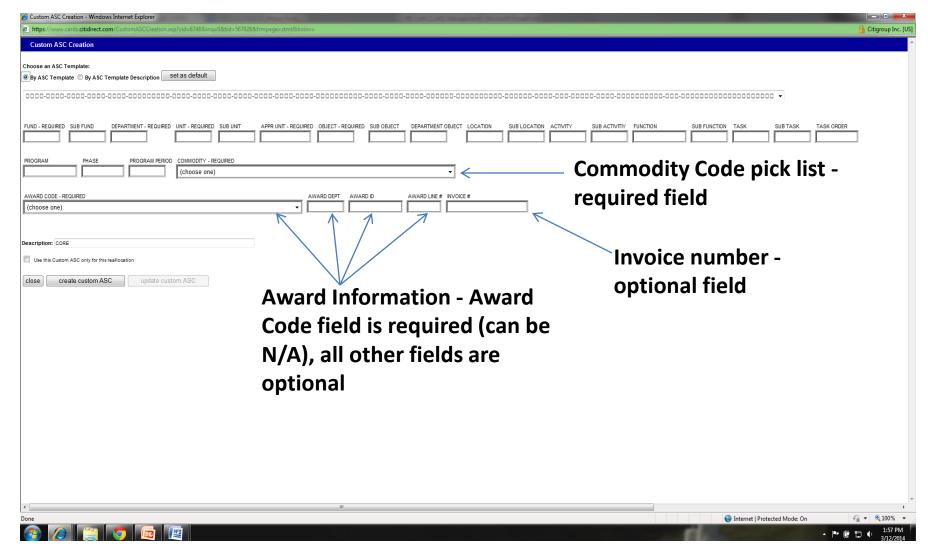- Electronic payments to Citibank (EFT)

Policy & Procedure Overview

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Chart of Accounts

- **New Chart of Account elements have been included in the Citibank web-based application, CitiDirect Card Management System (CCMS), but will not be available for use until July**
  - A Commodity Code must be assigned to each transaction
  - Award Code may be entered if paying against an award document (PO, CT, etc.) in order to liquidate the encumbrance
  - Invoice number may be entered for tracking purposes

CitiDirect Card Management System (CCMS)

Reallocation screen in the Citibank web-based application

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Reallocation

- ALL reallocations will be done in CCMS
- At a minimum, all entities using CORE will need to load default account coding into Citibank for each cardholder
  - Defaults can be updated as needed by the agency Program Administrators
  - Review and reallocation of transactions should occur throughout the month (not only at month end)

Standardized Mapper

- **Citi will transmit a mapper file for each card type monthly that will include transactions for all state agencies**

- **Mapper will interface directly to CORE, and from there transactions will be distributed to each agency via PRC1 documents**

CORE Workflow

- **One PRC1 document will be created for each billing account/fund/department combination for bill payment**
  - ○ A workflow process will be used to properly route the PRC1 document for approval
- **Citibank will be the "Payee" on the PRC1 document and the individual suppliers will be the "Vendor"**
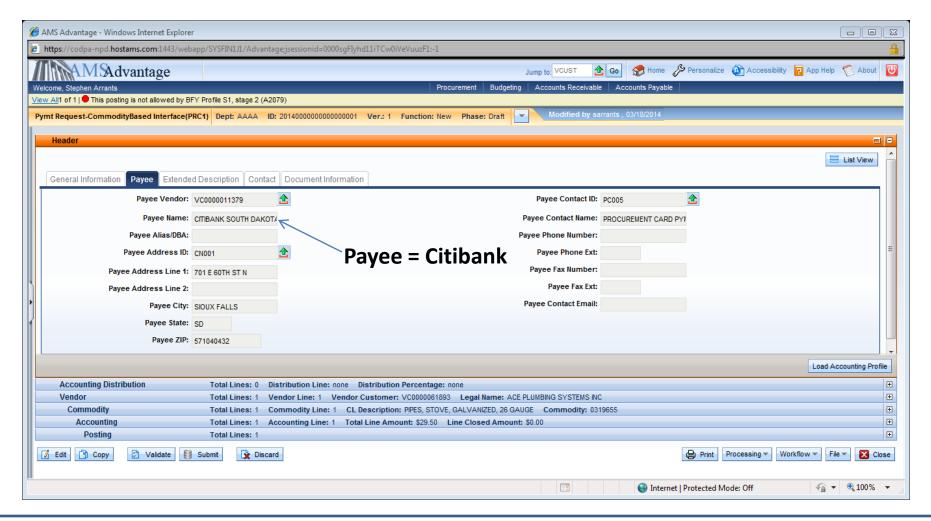
Payments

- **One statewide, consolidated electronic payment will be made to Citibank, on a daily basis, for all PRC1 documents approved for that day**
  - **Billing account detail will be included to ensure proper payment distribution (16 digit billing account number)**
  - **Receipt reconciliation does not need to occur prior to payment**
  - **Coding errors discovered after approval of the monthly PRC1 documents will need to be corrected using a "zero dollar" PRC2 document**
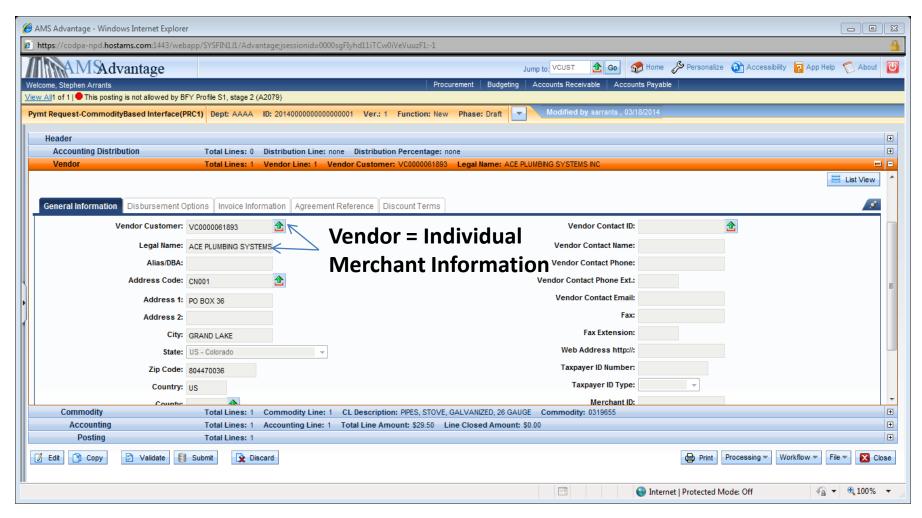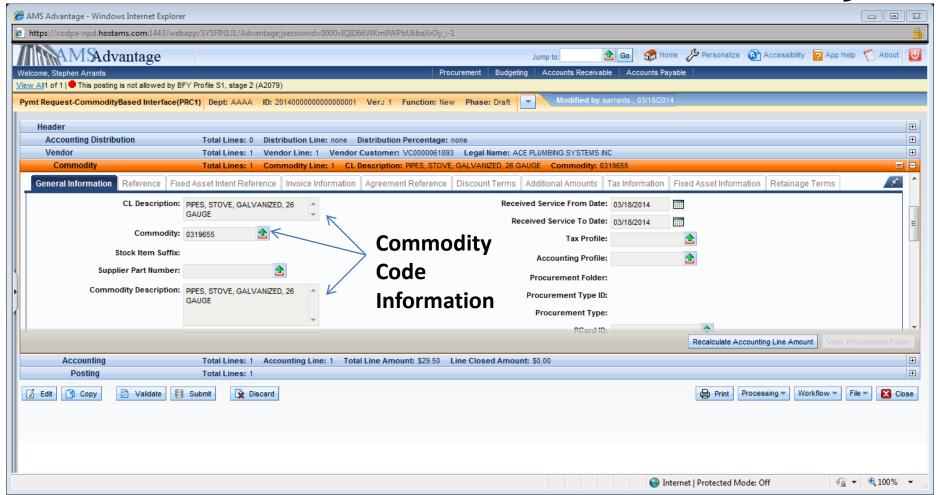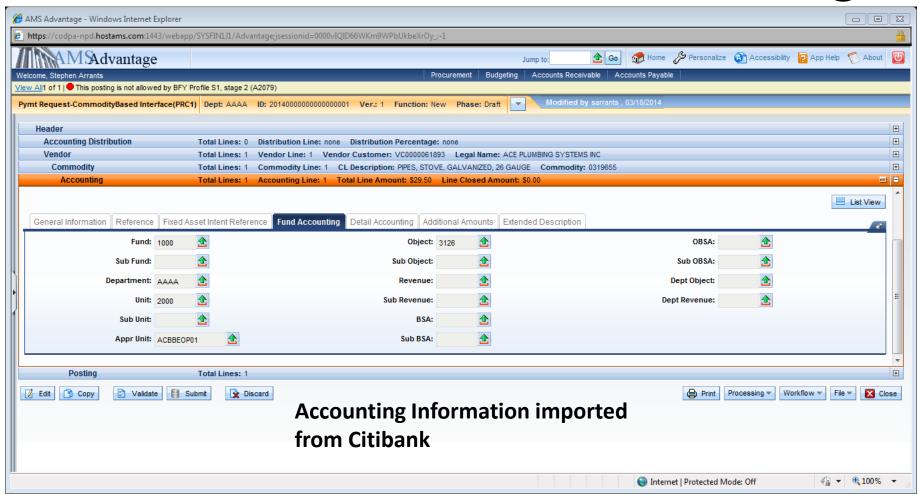
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CORE System

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PRC1 Document - Header

Payee = Citibank

PRC1 Document - Vendor

PRC1 Document - Commodity

PRC1 Document - Accounting

Accounting Information imported from Citibank

PRC1 Document - Posting

Review

Key Takeaways

- **New Chart of Account elements**
  - Default ASCs will need to be uploaded to CCMS
- **Reallocations to occur in Citibank system**
  - Your first point of contact for help with the Citibank system is the Citibank Help Desk
    - 1-888-836-5011, Option 1
    - CCJAXL1HelpDesk@citi.com
- **All CORE agencies must use the standard, monthly statewide mapper**
- **Payments to Citibank to be made via EFT**

Contact Information

- **Brooke Dunn, State Commercial Card Program Manager**
  - **brooke.dunn@state.co.us**
  - **303-866-6147**

QUESTIONS

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A Few Reminders

- **Test Drive CORE – Room 602**

- **Training Starts in April**
  - **Registration instructions emailed to all**
  - **Register promptly for best selection of times and locations**
  - **Send training questions to:** *core.training@state.co.us*

- **At end of conference, fill out the CORE Conference evaluation**
  - **In your packet**
  - **Turn it in to any Conference Ambassador in a green shirt**

Stay in Touch with CORE

- Read your emails from CORE.news & CORE.training

- Send questions or comments to CORE.news@state.co.us

- Request access to CORE Project website by sending email to CORE.news@state.co.us

- Talk to your department leaders and CORE functional experts

- Share what you know with others on your teams

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Thank You